

**REQUEST FOR APPLICATIONS
RFA # GD0-PF-11-2**

**FY 2011 Public Facilities Financing Grant
Round II**

District of Columbia



Office of the



State Superintendent of Education

Office of Public Charter School Financing and Support

RFA Release Date:	August 19, 2011
Intent to Apply Deadline:	August 24, 2011
Mandatory Pre-Application Conference	August 26, 2011
Application Submission Deadline:	September 19, 2011

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**Checklist for Application
FY 2011 Public Facilities Financing Grant**

- The applicant is submitting one (1) original application in a binder with the required tabs and one (1) electronic copy provided on a CD-ROM or Flash drive (containing one (1) PDF of the entire application, together with Excel versions of required *Attachments* and Word versions of all narrative sections of the application). If the applicant fails to submit (1) original application in a binder with the required tabs, the application will not be reviewed.
- The applicant is submitting all of the required *Excel Templates (TABS A through I)*, and an electronic copy of the Excel Workbook (*FY11 Public Facilities Financing Grant Attachments.xlsx*).
- The applicant organization/entity has responded to all sections of the Request for Application and contains all the information and Attachments requested (see page limits within):
 - **Cover Page:** FY11 Public Facilities Financing Grant Attachments.xlsx (Tab B)
 - **Tab One:** Executive Summary
 - **Tab Two:** Table of Contents
 - **Tab Three:** Project Description
 - **Tab Four:** FY11 Public Facilities Financing Grant Attachments.xlsx (Tabs C through I)
 - **Tab Five:** Required Appendices
 - **Tab Six:** Additional Appendices
- The appropriate appendices, including evidence to show that the applicant has the expertise, experience, resources, and management procedures sufficient to implement the proposed project, can provide project accountability, and other supporting documentation are enclosed.
- The RFA is submitted in a binder. Applications **must be** clearly identified on the outside of the binder:

**Application in Response to
FY 2011 Public Facilities Financing
Grant RFA # GD0-PF-11-2
Applicant's Name**
- The application is not more than 12 pages in length (excluding identified attachments and appendices) and printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins. Applications that do not conform to this requirement will not be reviewed.
- The **Applicant Profile**, found in *FY11 Public Facilities Financing Grant Attachments.xlsx (TAB B)*, contains all the information requested and is the first/cover page of the application.
- The application format conforms to the “Application Requirements” listed in *Section 3*.
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- The application is submitted to the OSSE no later than 5:00 p.m. on the deadline date of September 15, 2011.
- Applications received at or after 5:01 p.m. EST, on September 19, 2011, will not be forwarded to the Review Panel. Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m. Applicants will not be allowed to assemble application materials on the premises of the OSSE.**

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	<u>FY11 Public Facilities Financing Grant Attachments.xlsx</u>	N/A
	<i>The following Tabs must be completed and included in the Application</i>	
Tab A	Intent to Apply	
Tab B	Applicant Profile	
Tab C	Project Overview	
Tab D	Sources and Uses of Funds	
Tab E	Grades Served	
Tab F	Board & Management	
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**SECTION – 1 –
GENERAL INFORMATION**

1.1. Overview

The Office of Public Charter School Financing and Support (“OPCSFS”), within the DC Office of the State Superintendent of Education (the “OSSE”), is soliciting applications from qualified District of Columbia public charter schools (“PCS”) and/or non-profits in response to the **August 1, 2011, published Notice of Funding Availability (“NOFA”)**.

The OSSE has a range of financial tools to help public charter schools meet facility needs. These tools are available through the OPCSFS. In FY 2011, these resources are being made available through the following channels: 1) the ongoing Direct Loan/ Credit Enhancement Program; 2) this Public Facilities Financing Grant Request for Applications; and 3) additional grants to be announced at a later dates.

Direct Loan/Credit Enhancement are available as “gap financing” for public charter school facility projects which are primarily supported by leveraging the Facilities Allowance to secure private financing and other sources. For more information about the Direct Loan/Credit Enhancement please visit our website at www.osse.dc.gov or contact Al DeSabato at 202.741.5943 or alfred.desabato@dc.gov .

The OPCSFS supports public charter school facility projects that create appropriate, safe, and affordable environments for the provision of high-quality public education. The OPCSFS also supports projects that contribute to the efficient use of public resources and complement other community and economic development efforts.

1.2. Program Impact

Through this RFA, the OPCSFS is soliciting proposals for funding *Facilities projects* that:

- Revitalize District owned buildings leased to Public Charter Schools or District based non-profit entities that work with public charter schools;
- Ensure that District of Columbia Public Charter School students and families are provided with suitable learning environments to support academic success;
- Expand quality early childhood education and high school options, especially for low-income students; and
- Invest public resources in neighborhoods in greatest need for quality educational facilities and with the greatest hope of attracting and retaining residents.

Under this Request for Applications (“RFA”), the OSSE is inviting qualified applicants to apply for funding that will improve the quality of District-owned educational facilities occupied by Public Charter Schools.

1.3. Source of Grant Funding / Available Funds

The United States Congress, through the FY 2011 Appropriations Act, awarded the District of Columbia funds for Public Facilities grants.

This RFA outlines the requirements for eligible applicants to receive these grants. Approximately \$750,000 in total is available for improvements to Government of the District of Columbia properties, which are being leased to an eligible District of Columbia PCS. The maximum available to support a project from this program is \$250,000 or 30% of total project costs, whichever is less.

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1.4. Eligibility

An organization/entity meeting one of the following criteria is eligible to apply for Public Facilities Financing grant funds under this Request for Applications:

- At the time of application, the applicant Public Charter School or District of Columbia non-profit leasing to a Public Charter School must have an executed Term Sheet from a Senior Lender. In addition, the project must be in the construction documentation phase of design, with construction scheduled to begin on or before December 1, 2011;
- The site **must have** previously been awarded a Co-Location, Public Facilities, a City Build Grant and/or any other facilities grant funding from the OPCSFS;
- Grant funds must be used to improve a District-owned facility with a District Lease Agreement greater than 15 years. The project must be a major renovation and/or new construction and be ready for occupation in the School Year 2012/2013.

Each applicant school should provide evidence to show that it has resources and management procedures sufficient to implement the proposed project; and can provide project accountability.

Individuals are not eligible to apply.

1.5. Award Period

The grant awards will be available through December 31, 2012. Provided the applicant successfully meets the performance objectives, the Office of the State Superintendent of Education may extend the terms of this grant. The total duration of this grant, including any continuations under this provision, shall not exceed twelve (12) months.

Monitoring and Reporting

The OSSE will monitor grant recipients through site visits and review of semiannual performance and financial reports. The purpose of these semiannual reports is to demonstrate that substantial progress has been made toward meeting the plans outlined in the grant application.

Timely submission of these interim reports is essential to ensure compliance with State protocol in managing this grant. All applicants are strongly encouraged to review and evaluate their organizational capacity to meet these reporting requirements. Failure to submit timely interim reports may result in delayed award payments and possible suspension of the grant award.

Audits, Review or Examinations

At any time or times before final payment and three (3) years thereafter, the District and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documentation audited.

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1.6. Schedule

<p>RFA Release:</p>	<p>The Release Date of the RFA is August 19, 2011. The RFA is available both on-line at www.osse.dc.gov and in hard copy at the: Office of the State Superintendent of Education 810 First Street, NE, 9th Floor Washington, DC 20001</p>
<p>Intent to Apply Form:</p>	<p>Must be signed by and authorized signer and received by the OPCSFS no later than August 24, 2011 by 5:00 pm. <i>FY11 Public Facilities Financing Grant Attachments.xlsx (Tab A)</i></p>
<p>Mandatory Pre-Application Conference:</p>	<p>An authorized signer of the Applicant and/or a Non-Profit representing the Applicant must attend the <i>Pre-Application Conference on Friday August 26, 2011 from 10:00 am to 11:30 am</i>. The Conference will be held: <i>810 First Street, NE, 9th Floor, Room 9034 Washington, DC 20002</i></p>
<p>Application Due Date:</p>	<p>Applications are due on September 19, 2011 by 5:00 pm.</p>
<p>Application Mailing Address:</p>	<p>Office of the State Superintendent of Education Attention: Mr. Alfred DeSabato, Interim Deputy Director – OPCSFS 810 First Street, NE, 9th Floor Washington, DC 20002</p>
<p>Awards Announcement:</p>	<p>The OPCSFS expects to issue its first round of award letters by no later than May 1, 2011. All recipients of grant awards are expected to be notified by October 19, 2011.</p>
<p>Updates</p>	<p>Information and updates regarding this RFA will be made available on-line at www.osse.dc.gov.</p>
<p>Contact Person:</p>	<p>The Authorized Contact Person for all matters concerning this Request for Applications is: Al DeSabato, Interim Deputy Director Office of Public Charter School Financing and Support 810 First Street, NE, 9th Floor Washington, DC 20002 Phone: (202) 741-5943 Email: alfred.desabato@dc.gov</p>

SECTION – 2 –
DESCRIPTION OF THE PUBLIC FACILITY FINANCING GRANT

2.1. Program Scope & Project Eligibility

Public Facilities Financing Grant funds must be spent to improve District of Columbia owned facilities occupied by public charter schools. As such, applicants must provide copies of leases, use agreements, or other occupancy agreements between the Government of the District of Columbia (the “District”) and the applicant.

Often, DCPS facilities leased to PCS are in need of capital improvements. The building may need improvements such as upgrades to building systems (roof, boiler, etc), or the creation of new or improved resources (athletics, labs, parking, etc). Such projects are eligible, particularly for schools with long-term leases.

Applications that are meant to supplement a public charter school’s rent payment or other operational costs are not eligible.

2.2. Evaluation Criteria

Criterion A: Location Identification

Provide copies of leases, use agreements, or other occupancy agreements between the Government of the District of Columbia (the “District”) and the applicant.

Criterion B: Project Investment

Use of these grant funds should take into account the duration of PCS agreements with the District. For public charter schools with shorter-term agreements (one to 5 years), it is preferred that grant funds are used for light rehabilitation and cosmetic work, such as painting, fixing plaster on walls, and/or minor repairs to flooring. Applications for more extensive rehabilitation and renovations will be more favorably received from public charter schools with long term leases or other longer-term agreements with the District. The project description should clearly address:

- **Reasonableness of Project Scope** – The proposed investment in the building is reasonable given the duration of the lease or use agreement.
- **Justification of Need** – Demonstrate a thorough facility assessment and estimated cost of improvements.

Criterion C: Public Benefit

The proposed project maximizes the benefit of the grant dollars, by leveraging other public and/or private grant dollars, loans and/or in-kind support. The proposed project benefits a large number of public charter school students, to maximize the public benefit on a per-student basis.

Criterion D: Project Plan

- Include a current facility assessment that outlines the condition of the current location as well as the financial obligation of the school to the current location. This assessment also includes how suitable

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the location is to handle enrollment growth (square footage, specialty needs, children per classroom, unused space, etc.). This assessment is then clearly tied to a needs-based statement for this grant funds.

- Describe the suitability of the site and project as an educational facility, in terms of quality, space utilization, amenities, and affordability. Include a floor plan/space utilization plan, indicating the types of spaces included in the plan, such as classrooms, resource rooms, admin space, athletic space, nursing rooms, etc. Include data about the square footage of the site, the project and each room. Indicate the number of square feet available per student.
- Provide a description of the project and development team that indicates the applicant's capacity to carry out the project. In the *Tab 5 Required Appendices*, please provide a list and resumes of all professionals who will be assisting with the project including design, construction, engineering, legal, finance, etc.
- Describe at what stage the project is at currently. Provide a timeline for the project from conception to completion.

Criterion E: Financial Feasibility

- **Sources of Funds & Uses of Funds** – Submit the required *FY11 Public Facilities Financing Grant Attachments.xlsx (Tab D)*, stating the anticipated sources and uses for this project. Demonstrate maximum leverage of this grant by securing other financing and/or grants. Demonstrate the need for the grant to fund a new facility project; that the Facilities Allowance is being leveraged in full for occupancy and capital expenditures; and that the project would not be possible without the grant funding.
- **Financial Capacity** – Provide a 5-Year Budget *FY11 Public Facilities Financing Grant Attachments.xlsx (Tab G - Projections)*.
- Describe the process for determining cost estimates, financing estimates and any other economic assumptions.

2.3. Priorities

Priority will be given to:

1. **Applicants:** The site must have previously been awarded a Co-Location, Public Facilities, a City Build Grant and/or any other facilities grant funding from the OPCSFS;
2. **Academic Excellence:** Schools that have demonstrated high academic performance that are not facing State or authorizer sanctions;
3. **High Schools and Early Education:** Quality high schools and early childhood PCS with proven track records of success, or promising new high schools and early education public charter school programs;
4. **Leverage:** Projects that leverage significant private financing, other governmental, or philanthropic funds;
5. **Vision:** Proposals that indicate long term strategic planning and vision on the part of the school;
6. **Environmentally Friendly:** Projects that create energy efficiencies or otherwise generate long term savings for the school and Projects that utilize environmentally friendly building techniques.
7. **Timing:** Projects that are in the implementation phase or “shovel-ready” at the time of application.

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2.4. Uses of Funds

As a general guideline, refer to the following chart, and please feel free to contact OPCSFS with any questions.

	<i>Allowed?</i>
Acquisition	NO
Lease Payments	NO
New Construction	<input checked="" type="checkbox"/>
Major Renovation	<input checked="" type="checkbox"/>
Minor Renovation	NO
General facility operating support	NO
Systems upgrades	<input checked="" type="checkbox"/>
New resource rooms, labs, athletics, etc	<input checked="" type="checkbox"/>
Feasibility studies, pre-development and other similar “soft” costs	<input checked="" type="checkbox"/>
Mixed use facilities	NO

**SECTION –3 –
APPLICATION REQUIREMENTS**

3.1. Application Submission Guidelines

Submission Package

One printed original of the proposal in a ring binder and one electronic copy saved on a CD or Flash drive (PDF Format is preferred, together with the Excel version *FY11 Public Facilities Financing Grant Attachments.xlsx*) are to be submitted, clearly marked with the applicant’s name and "Application in Response to Public Facilities Financing Grants RFA." Telephonic, telegraphic and facsimile submissions **will not be accepted.**

Additional and ancillary materials may be included in **Tab Six** at the applicant’s discretion. However, OPCSFS and Review Team members will not utilize such material in reviewing and evaluating the application unless it is clearly referenced in the Project Description narrative.

The Executive Summary is limited to two (2) pages. The Project Description (**Tab Three**) may not exceed twelve (12) pages in total (excluding the required *FY11 Public Facilities Financing Grant Attachments.xlsx* templates). Pages are to be double spaced, 8 1/2 x 11-inch pages. Margins must be no less than one inch; a font size of 12-point is required; Times New Roman recommended.

Pages must be numbered for each Tab using the format: (Tab Number- Page number). That is, the first page of Tab Four is 4-1.

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Applications should be thorough yet concise. Applications should not be overly complicated or expensive to produce.

Please follow all submission guidelines with absolute fidelity.

Application Submission Date and Time – Applications are due no later than 5:00 p.m. EST, on September 15, 2011. All applications will be recorded upon receipt. **Applications accepted at or after 5:01 p.m., EST on September 15, 2011, will not be forwarded to the review panel.**

The proposal **must be** delivered to the following location:

Office of the State Superintendent of Education
810 First Street, NE, 9th Floor
Washington, DC 20001
Attention: Al DeSabato, Interim Deputy Director, Office of Public Charter School Financing and Support

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m. EST deadline on September 15, 2011, at the above location. **The Office of the State Superintendent of Education will not accept applications arriving via messenger/courier service at or after 5:01 p.m. In-person deliveries are strongly encouraged.**

LATE APPLICATIONS WILL NOT BE REVIEWED

3.2. Application Content Overview

Applicants are required to follow the format below. The first page of the application must be the Applicant Profile (*See RFA Page 9 – Application Requirements*). The application must contain the following information (the requirements and limitations for each section are described within):

Tab One: Executive Summary (*2 page maximum*)

Tab Two: Table of Contents (*Excluded from page total*)

Tab Three: Project Description (*maximum 10 pages*)

Tab Four: Project Financial Information, Budget Narrative, and Operating Budget – (*FY11 Public Facilities Financing Grant Attachments.xlsx required Tabs must be complete; however, will not be counted in page total*)

Tab Five: Required Appendices (*Not counted in page total*)

Tab Six: Additional Appendices (*Not counted in page total*)

3.3. Description of Application Sections

Tab 1 **Executive Summary**

Provide a two-page summary of the proposal including key information about the need the project fulfills, the applicant school, the project site, the project, budget, timeline, and other key information the school believes would be helpful for the review. The proposal summary

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should highlight the primary program objectives that are discussed in depth in other sections of the application. The Executive Summary should be considered a **separate, stand-alone document** containing all of the relevant information.

Tab 2 **Table of Contents**

The Table of Contents should list major sections of the application.

Tab 3 **Project Description**

Please provide a thorough description of all aspects of the project. The *Project Description* shall **not exceed 10 (ten) pages** and follow requirements for page formatting above. The *Project Description* will be a primary source for evaluating the proposal on the evaluation categories articulated in *Section 2.2*. Please ensure that all of those evaluation categories are addressed and provide any additional information the Review Team and OSSE needs to make a determination of award. Please include basic information about your school, such as grade levels served, projected enrollment, percentage of students eligible for free and reduced lunches, etc.

Tab 4 **Project Financial Information**

- The first page of this section should be *FY11 Public Facilities Financing Grant Attachments.xlsx – Tab D (Sources and Uses)*. This template should be followed by [a detailed Construction Budget](#), as prepared by the General Contractor. These two documents should be followed by thorough narrative that contains a justification for each category listed in the project budget and how the applicant arrived at each itemized cost. The narrative should also explain how the proposed grant fills any financing gap. This narrative should follow requirements for page formatting above; however, **there is no page limit for this narrative section**.
- Project Financial Information and Project Budget templates are provided in *FY11 Public Facilities Financing Grant Attachments.xlsx (TABS C, D and GI)*. The budget for this proposal shall contain detailed, itemized cost information that shows direct and indirect costs.
- Five years Facilities/Occupancy Operating Budget – *FY11 Public Facilities Financing Grant Attachments.xlsx – Tab G (Projections)*.

Tab 5 **Required Appendices**

This section shall be used to provide technical material, supporting documentation and endorsements. OPCSFS is cognizant that many District of Columbia PCS have previously provided many of these same materials to OPCSFS. As such, in the event an applicant believes that it has already provided a document to OPCSFS and that document is unchanged, please contact Al DeSabato at 202-741-5907 or alfred.desabato@dc.gov to confirm the documents on file.

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Required information is as follows (the OPCSFS reserves the right to request additional information as necessary to complete its review process):

- ***Tab 5-A Project Material***

- **Site Control:** Demonstration of site control (lease) for the project. Must provide copies of agreements with the District.
- **Project Team:** List and provide resumes for all key personnel, including school and administrative staff, and other professionals (architect, general contractor, etc.) participating in the design and execution of the project. Provide backgrounds / completed projects of all professional firms assisting with the project. Please include all **resumes of all individual professionals who will be assisting with the project** including design, construction, engineering, legal, finance, etc.
- **Project Plans:** Floor plans, elevation views, artist's renderings or other graphic representation of the proposed project, if applicable. (It is not anticipated that an applicant will produce renderings for the sole purpose of responding to this RFA. Rather, if a project requires renderings and is at a stage where they are feasible, please provide them as they are useful in reviewing an application.)
- **Project Cost Documentation:** Cost Estimates and/or Price Quotes from contractors and vendors.

- ***Tab 5-B Financial Information***

- Commitment Letters, Term Sheets, or other supporting documentation from Financial Institutions evidencing the applicants ability to secure any necessary financing;
- Sources and Uses of Funds;
- Un-audited Balance Sheet and Income Statement for the fiscal year ending 6/30/10;
- Audited Financial Statements from the most recent two fiscal years;
- A Proforma cash flow statement for the next five years; and
- An anticipated Financing Timeline.

Tab 6 **Additional Appendices**

Applicant may choose to provide additional information. Additional and ancillary materials included in Tab Six are at the applicant's choosing. However, OPCSFS and Review Team members will not utilize such material in reviewing and evaluating the application, unless clearly referenced in the Project Description.